



## Deputy Village Manager, Village of Oak Park, IL

August 7, 2020

The **Village Oak Park** is a vibrant community of about 52,000 located immediately west of Chicago on a major interstate/expressway and only 20 minutes from the downtown “Loop” and “Magnificent Mile.” Oak Park is a first-ring suburb serviced by two light-rail rapid transit lines and one commuter rail line to Chicago. The Village offers miles of tree-lined streets as Illinois’s first municipal arboretum, a growing bikeway system and a thriving business community clustered into multiple business areas. This historically significant community provides a distinctive urban/suburban lifestyle that includes a mix of architecturally significant homes and buildings, high quality municipal services, excellent public and private schools, and an involved citizenry that is eager to participate in local government. As established by our residents in the comprehensive plan *Envision Oak Park*, the Village’s five core values are diversity, urban sustainability, respect for Oak Park’s legacy, collaboration & cooperation and thriving neighborhoods.

The Village of Oak Park has home rule powers under the Illinois Constitution and operates under a Council-Manager form of government. This position is new and will serve as one of two Deputy Village Managers in the organization. The **Deputy Village Manager** is an essential member of the management team and duties will be professional level public administration functions performed under the direction of the Village Manager; strategic in nature while acting as liaison between officials and other staff members, commissions and the public. Specific experience in modernization of municipal systems, smart city initiatives, diversity, equity and inclusion are strongly preferred. Commitment to efficient and forward-looking municipal services is essential.

Eight years of progressively responsible senior-level municipal management experience as a deputy or assistant manager or department director is highly desired. A bachelor’s degree in public administration or a related field is required, while a master’s degree is preferred. Must have excellent interpersonal skills.

The compensation for this position is \$125,000-\$135,000 DOQ and experience. This is an exempt, non-union position. For more information about this Deputy Village Manager position or to apply, visit [www.oak-park.us/jobs](http://www.oak-park.us/jobs). Submit application, cover letter and resume by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL. 60302. Or by email to [jobs@oak-park.us](mailto:jobs@oak-park.us). The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave and other benefits. Applications will be accepted until filled. First review of applications will be **September 3, 2020**.

**The Village of Oak Park is an Equal Opportunity Employer**



## DEPUTY VILLAGE MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Performs specific and professional level public administration functions while under the direction of the Village Manager; acts as liaison between official and other staff members, commissions and the public; performs other related tasks as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Village Manager.

May be assigned to supervise/direct the work of department directors and/or division heads.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Relieve Village Manager of administrative details.
2. Carry out special projects and assist department heads and staff as needed.
3. Exercise judgment in meeting a variety of work problems involving constant public and inter-departmental relations.
4. Review materials, assemble information, transmit and disseminate management action.
5. Initial and research special projects and studies relating to programs and policies.
6. Assist in the solving of operational problems as requested.
7. Assist in preparation of budget needs and annual reports of the Village.

#### **Other important responsibilities and duties**

1. Acts as liaison with citizen oriented advisory boards and commissions.
2. Receives complaints from citizenry and facilitates action to eliminate problem areas.
3. Works with consultants on special projects.
4. May attend staff, commission and Board of Trustee meetings and public meetings to explain and interpret Village programs.



5. May review and answer correspondence.
6. Collect data, establish facts, and draw valid conclusions.

## **QUALIFICATIONS**

### **Knowledge of:**

Techniques of public administration as applied to municipal government and urban affairs.

Operation, equipment and functions of Village departments.

Current social, political and economic trends and problems of municipal government.

Concerns and interests of civic groups, governmental agencies and the general public.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Research and reporting methods, techniques and procedures.

Sources of information related to a broad range of municipal programs, services and administration.

Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

Apply principles of logical or scientific thinking to define problems.

Analyze raw data and formalize concrete and viable conclusions.

Communicate effectively with all types of individuals.

Plan, assign and direct the implementation of policies and procedures.

Provide effective leadership in coordinating and promoting administrative activities.

Effectively administer a variety of administrative activities.

Analyze, interpret, summarize and present administrative, technical, and statistical information and data in an effective manner.

Develop policy recommendations

Interpret and apply Village policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, and project consequences of proposed actions.

Gain cooperation through discussion and persuasion.



Prepare clear and concise reports and develop appropriate recommendations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work including Village and other government officials, community groups, the general public, and media representatives.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

### **Experience and Training Guidelines**

**Experience:** A minimum of eight years of progressively responsible senior-level municipal management experience as a deputy or assistant manager or department director. **AND**

**Training:** A bachelor's degree in public administration or a related field is required; a master's degree is preferred.

### **WORKING CONDITIONS**

Work in an office environment; sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. No environmental hazards.